

## CANDIDACY EXAMINATION GUIDELINES

Status: Interim (Effective May 9, 2018)

All Candidacy Examinations are subject to the general policies and procedures established by the Graduate School regarding the scheduling, conduct, result of the examination, and composition of the examination committee. The Candidacy Examination must take place during announced university business hours, Monday through Friday, and the student must be registered for at least three graduate credit hours during the semester of the exam. For more details regarding Graduate School requirements and rules for the Candidacy Examination see <https://gradsch.osu.edu/handbook/all#7-4>.

The candidacy examination is a single examination consisting of two portions, written and oral, administered and graded by the student's Candidacy Examination Committee (CEC); see the next paragraph for details. The student must have passed the Second Qualifying Examination (QII) and completed all required courses (as specified by the student's CEC). The student will need to submit an Application for Candidacy form to the Graduate School via <http://gradforms.osu.edu> at least four weeks before the proposed date of the oral portion of the Candidacy Exam.

Within one year of passing QII, the student is expected to form a CEC in consultation with his/her advisor. The student is expected to take the candidacy exam in the first semester of their fourth year in the Program. The written portion of the exam is a thesis proposal, which should contain the following components: description of research problem, literature review, work already accomplished, work in progress, and future directions. The CEC will need to approve and sign the Outline of the Written Portion and the Plan of Study form at least three months prior to the oral portion of the exam. The form will then need to be approved and signed by the Graduate Studies Chair in Biostatistics.

The student is expected to continue to communicate with his/her CEC on the status of the proposal. All members should agree that the proposal is sufficiently developed (i.e., that if the research were undertaken as written in the proposal the student would be reasonably likely to have created a body of original work sufficient for a PhD degree) before the oral exam is scheduled. The written portion of the exam should be submitted to each committee member at least three weeks prior to the scheduled date of the oral exam. The oral portion will last for two hours and will consist of questions and answers, and deliberation. The entire oral examination will be closed to the public. The student is considered to have completed the Candidacy Examination successfully only when the decision of the CEC is unanimously affirmative. For students in Public Health Specialization, the CEC must also complete the Prospectus Approval Form according to the CPH Student Handbook.